Guidelines for Doctoral Candidates

These Guidelines are an official appendix to the valid Regulations regarding the Conferral of Doctorates of the Vetsuisse Faculty of the Universities of Bern and Zurich. They are updated by the Offices of the Location Deans and are approved by the Vetsuisse Executive Board.

The Guidelines are intended to assist doctoral candidates and supervisors with assembling the complete thesis documents.

Version dated 1 September 2013
revised by the Office of the Location Dean, Zurich
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Guidelines for Doctoral Candidates

1 Checklist and number of documents to be submitted

Please flag all items as completed prior to submission. Incomplete documents may be rejected by the Office of the Location Dean.

1. Correctly completed application for conferral of a doctorate with personnel form (1 copy)
2. Proof of a recognized degree in veterinary medicine (Article 3, paragraph 1) (1 copy)
3. Proof of matriculation during the thesis period (Article 3, paragraph 3) (1 copy)
4. For a manuscript:
   Confirmation of acceptance of the manuscript and initiation of the reviewing process, or
   "Accepted for publication" confirmation by the specialist periodical (Article 6 paragraph 1) (1 copy)
5. Signed expert opinion of the doctoral thesis supervisor (Article 7, paragraph 1) (1 copy)
6. Confirmation of the supervisor regarding the presentation on the specialist subject (Article 7, paragraph 1)
7. Signed expert opinion of the co-supervisor of the doctoral thesis
   (only for a monograph or submitted publication manuscript) (Article 7, paragraph 3)
   If the text of the thesis is submitted in the format of a manuscript that has already been accepted for
   publication in a peer-reviewed specialist journal, or in the format of a manuscript that has already been
   printed, a second expert opinion (co-supervisor) is not required.
8. Receipt for payment of the fee for a doctoral degree (Article 11) (1 copy)
9. Thesis including CV (unsigned/undated), printed and submitted in a folder (1 copy)
10. Title page, separate (1 copy)
11. Page with summary in English + summary in German, in duplicate;
    (1 x with the signature of the doctoral thesis supervisor; 1 x without the signature of the doctoral thesis supervisor)
12. CD/DVD-ROM (1 copy) with electronic versions of the summary/German
    and abstract/English (maximum 1500 characters including spaces), saved in WORD.docx format;
    for the correct structure of the content, see point 3.2 of the Guidelines
13. CV (dated/signed) as per the Guidelines (1 copy)
14. Modules attended in connection with the doctorate may be submitted on a separate sheet (title, semester). They may be listed in the Academic Record. Modules reported thereafter will not be listed.
15. Subsequent changes and corrections to the doctoral degree certificate will require the issuance of replacement documents. The word "Replacement" is added to the document.
Confirmation of Receipt

The submitted documents for the conferral of a doctorate are complete, and are accepted by the Office of the Vetsuisse Dean at the University of Bern/Zurich for further processing.

........................................................................................................................................

Place, date

Signature of Dean’s Office
2 Application for conferral of a doctorate

2.1 Personnel Form 1

Personal Details of the Doctoral Candidate
The doctoral degree certificate is issued in the family name and first name registered in the UZH Student Administration Office, and is sent to the address held there (http://www.uzh.ch/studies/adresses.html).

Family name

First name(s)

Place of origin and canton (or country)

Student ID number

Current address

Telephone

Email address

Information about the Thesis

Title of the thesis

Academic supervisor

Doctoral thesis supervisor

Co-supervisor of the doctoral thesis (if necessary)

The thesis is presented as a:
(Please check the applicable item)

n Monograph
n Submitted manuscript
n Accepted manuscript

2.2 Personnel Form 2

Confirmation of Public Presentation of the Work by the Doctoral Candidate (Article 7)

Name of event/course

Place / date of event/course

The doctoral degree certificate is in German, with an English translation (without a signature or stamp).

By signing, we hereby confirm (a) the correctness of the information stated on the form for the conferral of a doctorate and (b) that this thesis has not been submitted to any other institution in order to obtain an academic title.

Place, date

Doctoral candidate

Place, date

Supervisor
3 Notes on the Summary and Abstract

3.1 Format of the Summary/Abstract

To be submitted (*in the original language and in English) as an open file (WORD document) on a CD-ROM.
- If the original language of the thesis is English, it is also mandatory to add a summary (of the contents only, without the title, but with keywords) in German on the CD-ROM and in the same document; the same applies in the opposite case.

– Maximum of 1500 characters including spaces
– saved as a WORD document
– Font: Arial or Times (12-point), single line spacing, flush left
– Margins: 2.5 cm
– No superfluous text formatting, headers or footers, hyphenations, lines, tabs, line or page numbers.

3.2 Structure of Content

(in the relevant language, maximum of 1 DIN A4 page in each case)

| Vetsuisse Faculty, University of [Bern / Zurich] ([Year]) |
| [First name and family name of the doctoral candidate] |
| [Institution / Clinic and email contact for the institution office] |
| [Title of the thesis] |
| [Summary] |
| [3-5 keywords] |

One copy of all the different language versions of the summary must be printed, signed by the doctoral thesis supervisor and submitted with the thesis.
4 Structure of the Content of the Thesis

4.1 Text Layout, Fonts and Size, etc.

- There are no regulations regarding the presentation of the text (line spacing, margin settings, etc.) or the positioning of illustrations.
- Font: Arial or Times (12-point), single line spacing, flush left, margins: 2.5 cm; otherwise, please follow the specimen theses.

4.2 Monograph

- Title page of thesis (without page number, see the specimen title page)
- Table of contents (in tabular form, with page numbers)
- Summary in the original language of the thesis, and in English and/or German
- One or more main sections (with subsections if necessary), usually:
  o Introduction
  o Material and Methods
  o Results
  o Discussion
  o References
- Acknowledgments (without page number)
- Curriculum Vitae/CV (without page number, unsigned and undated)
- Annexes (as required)

The relevant tables (with headings) and illustrations (with captions) are placed at the appropriate positions in the text, as in a textbook. The thesis includes page numbers and headers/footers as appropriate, but under no circumstances may the lines be numbered.

4.3 Bibliography

There are no regulations regarding the layout of the bibliography, but it should conform to a commonly used format (such as the author-year system).

4.4 Accepted Publication Manuscript

- Title page of thesis (without page number, see the specimen title page);
- Table of contents (in tabular form, with page numbers)
- Summary in the original language of the thesis, and in English and/or German
- Printed copy of the manuscript accepted for publication or of the printed article, in the format of the relevant specialist periodical
- Acknowledgments (if desired)
– Curriculum vitae/CV (unsigned/undated)
– Annexes (as required)
5 Fee for a Doctoral Degree

The amount of the fee for a doctoral degree is determined by the Vetsuisse Faculty Assembly, in accordance with the Regulations regarding the Conferral of Doctorates, and is currently 500 (five hundred) Swiss francs.

Bank Account of the Vetsuisse Faculty of the University Zurich

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<th>Zürcher Kantonalbank, 8010 Zurich</th>
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<td>in favor of</td>
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<td>Dean's Office of the Vetsuisse Faculty, University of Zurich, 8057 Zurich</td>
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<tr>
<td>Purpose of payment</td>
<td>Name as on the application for conferral of a doctorate and note: Fee for Doctoral Degree</td>
</tr>
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<td>(must be stated)</td>
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</tr>
</tbody>
</table>

Paying-in slips can be obtained from the relevant Location Deans' Offices.
6 Curriculum Vitae

First name Family name
Date of birth
Place of birth
Nationality
Place of origin for Swiss nationals
Month/year–month/year School education (name of school, location, country)

Date
Highest school-leaving qualification (Swiss university entry qualification (Matura), other university entry qualification (Abitur/baccalaureate, etc.), school, location, country)

Month/year–month/year Studies (specialist area, university, location, country)

Date
Veterinary medicine degree examination (university, location, country)

Month/year–Month/year Preparation of the thesis
– under the direction of
at the [ ] Department
of the Vetsuisse Faculty University of Bern
University of Zurich

Director
All periods of employment of relevance to the subject after completing studies in veterinary medicine until the thesis is submitted, in chronological order

Month/year–Month/year Position/post, institution, location, country
–
–
–

Place, date Signature of the doctoral candidate
7 Specimen title page in German

[Department, Institute / Clinic and office where applicable (as per the course catalog)]
of the Vetsuisse Faculty of the University of [Bern/Zurich]

Director (formerly: Head of Institute): [Title first name family name of the Director / Head]

(and in addition, if the academic supervisor is not identical with the doctoral thesis supervisor:)

Work under the academic supervision of
[Title first name family name of the subject supervisor for the thesis]

[Title of the thesis]

Inaugural Thesis

to obtain the title of Doctor from the
Vetsuisse Faculty of the University of [Bern/Zurich]

submitted by

[First name family name (as stated on the form for the conferral of a doctorate)]

[Veterinarian]
of [place of origin, canton (for Swiss nationals) or place of birth, country (for non-Swiss nationals)]

Approved at the request of

Title First name Family name of the doctoral thesis supervisor
Title First name Family name of the co-supervisor of the doctoral thesis

[Year of submission]